

## CM/ECF Participant's Guide

### APPLICATION FOR COMPENSATION (Passive SCLBR 9014-2) Updated 07/01/2008

This process shows the steps required for an external user to complete an Application for Compensation on CM/ECF.

**STEP 1** - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** - The BANKRUPTCY EVENTS screen displays.

- Click on Motions/Applications hyperlink.
- For further information on each of these categories, click the (Help) icon.

**STEP 3** - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

**STEP 4** - The EVENTS screen displays.

- Select **Compensation (Application)** from the list of events.
- Click the [**Next**] button.

**NOTE:** Type the first letter (**C** for **Compensation**) and the highlight bar will immediately select the first entry beginning with **C**.

**STEP 5** - The JOINT FILING screen displays.

- Click in the box if the document is being filed with another attorney.
- Click the [**Next**] button.

**STEP 6** - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

**NOTE:** Each **professional** requesting compensation must be added as a **party** for the compensation screens to appear individually (e.g., Mr. Smith with the role type of accountant). After all parties have been added, hold down the control key (**Ctrl**) and click on all of the parties receiving compensation. If 4 parties are selected for compensation, 4 compensation boxes will appear. **IF EACH PROFESSIONAL IS NOT LISTED, THE PROFESSIONAL FEES REPORT IS INACCURATE.**

**STEP 7** - The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

**STEP 8** - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event.
- Click the **[Next]** button.

**NOTE:** If the fees and expenses are **LESS THAN \$1000**, no notice is necessary and a proposed order should be submitted when the application is filed. Select **Yes** at **Attachments to Document** if a proposed order will be submitted.

**STEP 9** - The ATTACHMENTS SELECTION screen displays (if proposed order required, see STEP 8, NOTE above).

- Click **[Browse]** to locate and attach the proposed order.
- From within the **Type** list of options, select **Proposed Order**.
- If necessary, enter a **Description**.
- Click **[Add to List]**.
- Click the **[Next]** button.

**STEP 10** - The HEARING SCHEDULING screen displays.

- Use the [**Tab**] key to move between fields. This will allow the objection time and order due dates to automatically calculate.

**NOTE: Notice of possible hearing information is only necessary if requesting fees greater than \$1000.00.**

- Using the passive notice hearing calendar, enter the possible hearing date, time, location, and date served. Location may be chosen from the drop-down list.
- Click the [**Next**] button.

**STEP 11** - The CERTIFICATE OF SERVICE screen displays.

- If Certificate of Service is included, insert **y (yes)** in the text box or if the Certificate of Service is not included, insert **n (no)** in the text box.
- Click the [**Next**] button.

**STEP 12** – The RELATE TO AMENDED MOTION screen displays.

- If this motion is amending a previous motion, select **yes** from the drop-down list; otherwise select **no**.
- Click the [**Next**] button.

**STEP 13** - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the [**Next**] button.

**STEP 14** - The FEES/EXPENSE screen appears.

- At the **Type** field, **use the drop-down box to select applicant type, e.g., accountant, creditor, etc., for each party.**
- At the **From/To fields**, enter the dates of service for the compensation (MM/DD/YY).
- At the **Fee** and **Expense** fields, enter the dollar amount, including decimal points, e.g., 100.00.
- **If the second set of boxes is not needed, insert zero (0.00) in the fee request box and in the expense box before proceeding.**
- Any boxes not needed and with zero amounts will not be reflected in the final docket text.

- Click the **[Next]** button.

**STEP 15** - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button twice.

**STEP 16** - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

**Sample Docket Text: Final Text**

**Application for Compensation, Notice of Possible Hearing (20 days objection time given) with Certificate of Service for Joe Accountant, fee: \$500.00, expenses: 300.00. Filed by Bill Attorney. Possible Hearing scheduled for 10/31/2008 at 09:00 AM at Columbia. Date Served 10/1/2008. Last day for objections is 10/21/2008. Review to Process Order on 10/26/2008. (Attachments: # (1) Proposed Order)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**STEP 17** - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records since it also includes the date, time, case number, and document number.